

Reviewed by AGENCY

BID OPENING: JUNE 1, 2004

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL JAMES GRAYSON. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0303. NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, D.C.

TITLE: American Community Survey Items.

SCOPE: These specifications cover the production of envelopes for Items 1 through 4 (Jackets 307-241 thru 307-244) listed on Page 1 and requiring such operations as printing in one color, one side only, construction, folding, and distribution.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

All the requirements of these specifications apply equally to all Items 1 through 4 (jackets) unless otherwise indicated.

PREDOMINANT PRODUCTION FUNCTION: Presswork and construction.

NOTE: Contractor is responsible for excess processing costs incurred for furnishing envelopes that do not meet specifications.

ITEMS	TITLE/PRODUCT	FORM NO.	SIZE	QUANTITY *
1 (Jkt. 307-241)	ACS Business Reply Mail RETURN Envelope	ACS-47(2003) (1-2004)	10-5/8 x 5-3/4" plus flap	2,365,500
2 (Jkt. 307-242)	ACS OUTGOING Envelope	ACS-46(2003) (1-2004)	11-1/2 x 6-1/16" plus flap	2,358,500
3 (Jkt. 307-243)	ACS OUTGOING Envelope - Spanish	ACS-46(2003)(SP) (1-2004)	11-1/2 x 6-1/16" plus flap	7,300
4 (Jkt. 307-244)	ACS OUTGOING (PRE-NOTICE) Envelope	ACS-40(2003) (1-2004)	4-1/8 x 9-1/2" plus flap	1,348,000

QUANTITY: Quantity totals 6,079,300 copies.

* *For each Jacket* - Plus 1% minus none; Plus 50 QARC's. (These quantities are exclusive of all prior to production samples, Census quality assurance random copies and GPO quality assurance random copies which the contractor must produce, but does include the departmental random copies (blue labels). Shortages WILL NOT be accepted; therefore, the contractor is cautioned that they will be required to make-up any shortages at no additional cost to the Government).

NOTE: See attached, Exhibit 1 – Item 1 through Exhibit 4 – Item 4. Printing shall be in accordance with the requirements for the style envelope ordered. The Business Reply Mail RETURN Envelope must meet the U. S. Postal Service Business Reply mail requirements. All printing shall comply with all applicable U.S. Postal Service Regulations. Envelope printing (e.g. print contrast ratio, postnet barcodes, etc.) must meet U.S. Postal Service automation guidelines/requirements. Refer to latest version of the: U.S. Postal Service Domestic Mail Manual; U.S. Postal Service Publication 25, Designing Letter and Reply Mail, July 2003; and the U.S. Postal Service Quick Service Guide 922, Business Reply Mail Layout Guidelines (S922.5); and U.S. Postal Service Notice 67 USPS September 2000 (transparent template).

PRE-AWARD SURVEY: A pre-award survey may be conducted, by Government Printing Office and Census Bureau personnel, to determine if the prospective contractor has adequate facilities and expertise to accomplish the requirements of these specifications.

PRE-PRODUCTION CONFERENCE: A pre-production conference will be held at the Government Printing Office no later than 3 workdays after award. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. The contractor will conduct this pre-production conference during which the previously approved Production Plan will be discussed and the previously approved Quality Plan will be reviewed in depth.

PRODUCTION AND QUALITY SYSTEMS PLANS: No later than 3 workdays after award the contractor is required to furnish 2 copies each of detailed written Production plans and Quality Systems plans to the contracting officer. These plans must include Quality Systems Plans. **The proposed plans are subject to Government approval.**

NOTE: Contractor must replace all spoiled/damaged items.

QUALITY SYSTEMS AUDIT: After review of the contractor's written quality system plan/procedures, the Government may conduct an in-depth audit of all contractor's quality control methods and quality system in a formal walk-through. Should subcontractors be involved, a complete audit of their quality system may also be performed.

Contractor's Production Plan: Minimum requirements to be included in the plan are: 1) A flow chart containing the proposed overall step-by-step methods of production; 2) The proposed scheduled start-up dates of all phases of production for all items which will show the operation (i.e., printing, folding, etc.), length of the production period for each operation, anticipated quantity completion rate per production day for each item and operation; 3) How the coordination will be handled from one production phase to the next; 4) The name and title of the person responsible for each production phase; 5) How the final products will be staged/shipped and who is responsible for this phase; 6) How contractor will replace spoiled/destroyed items and when will contractor add and then ship the replacements; 7) any other special requirements which the contractor deems necessary to successfully perform the contract.

Contractor's Quality Systems Plan: The contracted printer shall write and initiate, prior to start-up and maintain throughout the life of the entire contract, includes all items, a Quality System to assure conformance to all requirements of this contract. The Quality System shall be documented in a Quality System Plan. The plan should also address what actions will be initiated when defects are detected. The Quality System shall at a minimum include the following:

- (1) Appointment of an official who shall be responsible for the complete operation of the quality control system/department, and for investigating and ascertaining the causes of deficiencies found. This official shall serve as the Government's single point of contact on quality matters throughout the term of this contract.
- (2) Appointment of a lead QC person who is directly involved in the day-to-day production of items ordered and who shall report to the designated official.

(3) Details of where, and by whom, daily process controls and inspections will be performed to detect any defects during printing, binding, etc. Contractor shall state the number of people that shall be permanently assigned to this contract and give details about their individual assignments.

(4) Procedures to be utilized to insure that daily samples for inspection will be taken from all phases of production. All forms that the contractor will utilize in documenting daily sampling must also be furnished.

(5) Procedures for detecting any: defective or incorrect items. Procedures **MUST** describe in detail the actions that will be taken if/when defects are discovered and how they will be replaced.

(6) Describe how verification will be accomplished to insure that all items have been processed in full.

(7) Describe procedure for retrieving and correcting any quantity of items, inadvertently shipped to Jeffersonville, Indiana, which do not meet specifications.

Failure to maintain the Quality Control/Assurance Program in accordance with the plan submitted and approved by the Government may result in the Government's termination of the contract for default.

RESIDENT GOVERNMENT COORDINATOR(S): There may be a number of Government Representative(s) present at the contractor's/subcontractor(s)' production facility, for the duration of each shift, for each day Census work is performed, to monitor the production, labeling of shipping containers, and packing of containers.

These coordinators do not have contractual authority. They are not authorized to make changes, or imply that, changes be, or can be, made in these specifications or contract. Furthermore, these Government Coordinators are not authorized to provide support of, or disapproval of, any concerns pertaining to any of the terms of this contract to the contractor's staff or affiliates. Government Coordinator's are only present to bring any and all defects they see to the contractor's Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where the Census work is being produced. The contractor/subcontractor(s) must provide office space with a desk, a telephone, and unlimited access to a nearby fax machine. Office must be in an enclosed secured area adjacent to the production operation(s). The contractor will be reimbursed for any charges incurred for toll calls made by Government Representatives upon presentation of voucher and verifiable documentation. . NOTE: Travel and Per Diem expenses to be incurred by the Government will be a factor in determining award. See page 8.

The Government Representatives may affix stickers to the cartons and/or pallets for internal Census purposes only. The application of these stickers does not signify, nor does it imply, in any way, acceptance of the job by the government.

LOCATION OF PRODUCTION FACILITIES: Agency prefers that all printing and construction of each of these items be started and finished within the same facility.

NOTE: Contractor must reproduce/replace all spoiled/damaged items.

GOVERNMENT TO FURNISH: For Each Item. - One 3-1/2" floppy disk generated on UNIX using Mecca III by Amgraf, Inc. 9.31 in PDF format. Printer and screen fonts are included on the disk. See diagram herein.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

GPO Form 952 Desktop Publishing – Disk Information.

- For Each Item - One piece of camera copy for carton label.
- GPO Form 892 proof label.
- One reproduction proof Form 905 with labeling and marking specifications.
- Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

In addition, the contractor must have the following on hand:

- The latest version of the: U.S. Postal Service Domestic Mail Manual.
- The latest version of the U.S. Postal Service Publication 25, Designing Letter and Reply Mail, July 2003.
- The latest version of the U.S. Postal Service, Quick Service Guide 922; Business Reply Mail Layout Guidelines (S922.5).
- The latest version of the U.S. Postal Service Notice 67 USPS September 2000 (transparent template).
- Gage-Line Optical Comparator 6x (Gage-Line Company) or equivalent.

PROOFS (For Each Item): Two (2) set(s) of composite digital proofs constructed using the same Raster Image Processor (RIP) that will be used to produce the product. At contractor's option, film-based Dylux, or similar proofs may be furnished. Proofs must be constructed with all elements in proper position; i.e., flap to size, adhesive position indicated for flap and seams, and security tint area indicated.

Submit one set of proofs (one for each Item.) together with the government furnished media/materials **DIRECTLY** to U.S. Census Bureau, Publications Receiving, FOB MODULAR 4, 4401 Suitland Road, Suitland, MD 20746. Attn: Barbara H. Blount (301) 763-4447.

Simultaneously submit one set of proofs (one for each Item.) **DIRECTLY** to U.S. Census Bureau, NPC Receiving Section, Building 60-F, 1201 East Tenth Street, Jeffersonville, Indiana 47132-0001. Attn: Patricia Linton.

The Government will approve, conditionally approve, or disapprove of the proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for these additional proofs. Such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print."

PRIOR TO PRODUCTION SAMPLES (For Each Item): After approval of the proofs, the contractor shall submit not less than One Hundred Twenty Five (125) **PRIOR TO PRODUCTION SAMPLES**. All samples must be printed and constructed to size, kind, and quality that the contractor will furnish, and must comply with these specifications.

Prior to the commencement of production of the contract production quantity, the contractor shall submit 25 samples **DIRECTLY** to U.S. Census Bureau, Publications Receiving, FOB MODULAR 4, 4401 Suitland Road, Suitland, MD 20746. Attn: Barbara H. Blount (301) 763-4447 (Inside Delivery Required).

Also, simultaneously submit, 100 samples **DIRECTLY** to U.S. Census Bureau, NPC Receiving Section, Building 60-F, 1201 East Tenth Street, Jeffersonville, Indiana 47132-0001. Attn: Patricia Linton. The samples will be tested for conformance of material(s), for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked **PRIOR TO PRODUCTION SAMPLES** and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 4 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the Government disapproves the samples, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

(For Each Item.)- Kraft (bleached white), basis weight: 24 lbs per 500 sheets, 17 x 22", with a minimum bursting strength of 24 pounds per square inch.

PRINTING: Item 1 - Print outside of envelope prior to construction in black only. Image consists of type and line matter in business reply mail format. After manufacture, image appears on the side opposite the seams (front). Inside of envelope must have a security tint of the contractor's own design printing in black or gray ink. Tint must not show through the envelope nor interfere with USPS equipment reading the FIM, OCR, and Postnet Barcode read area, but must ensure complete opacity, and prevent show through of any material contained therein. Tint must not print on the inside of the flap after construction.

Items 2, 3, and 4 - Print one side only (outside of envelope prior to construction) in black only. Image consists of type and line matter.

PRESS SHEET INSPECTIONS (for each Item.): Government representatives to attend press sheet inspection, including one GPO representative. Contractor shall not print prior to an OK'd Press Sheet for each item.

Final make-ready press sheets will be inspected and approved at the contractor's plant for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all make-ready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued August 2002.

CONSTRUCTION INSPECTIONS: Government representatives to attend construct inspection, including one GPO representative. Contractor shall not construct prior to an OK for each individual item. Construction operations (trimming, gluing, folding, and envelope construction) will be inspected and approved at contractor's plant for quality conformance.

NOTE: Travel and Per Diem expenses to be incurred by the Government for Press Sheet and Construction Inspections will be a factor in determining award. See Page 8, the third and fourth paragraphs, under the section titled **CENSUS QUALITY ASSURANCE RANDOM COPIES**.

CONSTRUCTION: Item 1 - Web style side seams envelopes and gummed (1-3/8") minimum (1-1/2") maximum flap. Envelopes must be sufficiently high cut as to prevent the flap adhesive from contacting the envelope contents. Square-cut flap is NOT acceptable. A maximum variation of plus or minus 1/16" is allowed in the construction of the envelope. See diagram herein.

NOTE-The Postnet Barcodes on the Business Reply Mail envelope will be inspected with a Gage-Line Optical Comparator 6x or equivalent. The general construction of each item will be inspected with the U.S. Postal Service, USPS Notice 67 September 2000 as supplied by the contractor. See **Contractor to Furnish** section herein.

Items 2 and 3 - Web style side seams envelopes and gummed (1-7/8") minimum (2-7/8") maximum flap. Flap angle is 25 degrees minimum. Envelopes must be sufficiently high cut as to prevent the flap adhesive from contacting the envelope contents. Square-cut flap is NOT acceptable. **MacIntyre die-cut required at top of back flap.** A maximum variation of plus or minus 1/16" is allowed in the construction of the envelope. See diagram herein.

Item 4 – Open side with cut diagonal seams and fully gummed. Flap depth 1-29/32" folded down. Flap angle is 65 degrees with a 5-degree angle from the center of the flap to the beginning point of the 65 degrees angle. Throat of envelope must measure 3/4" and be tapered at a 10 degree angle. Square-cut flap is NOT acceptable. Envelopes must be sufficiently high cut as to prevent the flap adhesive from contacting the envelope content. A maximum variation of plus or minus 1/16" is allowed in the construction of the envelope. See diagram herein.

NOTE: Items 2, 3, and 4: These envelopes will be used for mechanical mailing operations and will be used on any of the following machines: Gunther International Finishing System Model EP 4000 and Model Series III, Pitney Bowes Model 12000 XL, Bell & Howell Phillipsburg Inserter Model A347-2-C6 and Model 776-C6.

Flap Adhesive (for each Item.): The flap adhesive must be in accordance with Commercial Item Description (CID) A-A1446C. All sealing flap adhesive shall be the water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying. Adhesive shall be uniformly applied and have a minimum thickness of 0.0006" and shall be applied along the length of the flap to a point not less than 3/4" from each end of the flap. The flaps shall be capable of being quickly and securely sealed using fingertips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area. See diagrams for flap adhesive for each item.

Seam Adhesive (for each Item.): The seam adhesive must end, not more than 1/2" from the beginning of the top seam overlap and no more than 1/2" from the bottom edge of the envelope. The width of the adhesive on the side seams

must be no less than 3/16". Adhesive must be applied so that it is continuous. All adhesive shall be clean and free from offensive odor and ingredients that would discolor the paper.

Windows (for each Item.): Exact size and placement of the window is **CRITICAL TO THE ADDRESSING OPERATIONS**: Plus or minus 1/16" variation in size of the window is allowed; Plus or minus 1/16" variation allowed in the placement of the windows.

Item 1- Die-cut a 7/8 x 5" window with four 1/4" radius round corners- the long dimension of the window to be parallel to the long dimension of the envelope. **DO NOT COVER THE WINDOW**.

Window must measure 3-1/8" from the right edge of the envelope and must measure 1-7/8" from the top broad edge of the envelope.

Items 2 and 3- Die-cut a 2-1/2 x 5" window with four 1/4" radius round corners- the long dimension of the window to be parallel to the long dimension of the envelope. **DO NOT COVER THE WINDOW**.

Window must measure 3-1/8" from the right edge of the envelope and must measure 2-1/8" from the top broad edge of the envelope.

Item 4- Die-cut a 1-1/2 x 5" window with four 1/4" radius round corners- the long dimension of the window to be parallel to the long dimension of the envelope. **COVER THE WINDOW with a suitable transparent polystyrene material** securely affixed to the inside of envelope. Window covering must be clear and free from any condition that would prevent the address from being readable on USPS FIM, OCR, or Postnet Barcode equipment.

Window must measure 3-3/4" from the right edge of the envelope and must measure 5/8" from the bottom broad edge of the envelope.

PACKING: Pack each Jkt. separate and identify. Pack in boxes constructed with a minimum bursting strength equal to 275 pounds per square inch (See GPO Publication 310.2, Contract Terms). Pack suitable, uniform quantities in shipping containers. Contractor must pack in such a way as to guard against crushing containers/envelopes in transit.

LABELING AND MARKING: Reproduce shipping container label from furnished camera copy; fill in all blanks, (i.e., contractor address, form number and issue date, number per carton, carton ___ of ___, etc.) and attach to shipping containers. **Each carton label must be numbered in numerical sequence of production and of each other.**

CAUTION: Noncompliance with the labeling and marking specifications may be cause for the Government to reject the shipment, at destination, and return it to the contractor at contractor's expense. After giving notice of the deficiency and affording the contractor an opportunity and a reasonable time to correct, the Government may at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor. GPO Publication 310.2, as revised 6-01, Supplemental Specifications, Labeling and Marking Specifications section Page 11.)

PALLETS: Wood pallets are required **with single stringer**. Plastic or Pressboard pallets are NOT acceptable. Pallets must be L48 x W42"; full two-sided entry on 42" width required. Cartons must be stacked on the pallets so that the length of the cartons run in the opposite direction to the row of cartons beneath (i.e., interlocking, 90-degree palletizing scheme) with carton labels facing out. Entire pallet to be shrink-wrapped (including top and bottom). Maximum height allowed (including pallet) must not exceed (48").

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

(a) Printing Attributes -- Level II.

(b) Finishing Attributes -- Level II.

(c) Exceptions: Item 1 (Business Reply Mail return envelope) must meet the U.S. Postal Service Business Mail requirements.

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets

Special Instructions: In the event that the Government waives inspection of press sheets, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Electronic media.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): Departmental Random Copies (Blue Label) must be prepared for all items. The quantity of each item must be divided into 200 equal sublots. A random copy must be selected from each sublot. Copies must be chosen from the same general area in each sublot. The contractor will be required to execute a furnished statement certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by: (1) American Community Survey, (2) GPO Jacket Number, (3) Form Number, (4) Contractor's name, and (5) date of selection; using a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list. A copy of the PRINTORDER/SPECIFICATION and a signed Government-furnished certificate of selection, shall be included.(GPO Publication 310.2 as revised 6-01, Supplemental Specifications, Departmental Random Copies (Blue Label section pg. 9).

GPO QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

CENSUS QUALITY ASSURANCE RANDOM COPIES: Required for Items. After the approval is received on the Press Sheet and starting with the first day of printing, the contractor shall, during each day, randomly select 1 sample, every 20 minutes, of each type of press sheet produced that day. Each sampling shall be distributed throughout the day. Each sample shall be: 1) Date and Time stamped by machine when the sample is pulled; 2) Shift noted on the sample; and 3) Press number noted on the sample.

The contractor shall develop a method for selecting the press sheet samples that is acceptable to the Government. For example, if the items are printed roll-to-roll, the samples may be selected from the tail of each output roll.

If construction is performed as separate operations, 1 sample, every 20 minutes, per day from each operation shall be selected. If the operations are combined into one continuous operation, 1 sample, every 20 minutes, from that one continuous operation are required. Each sample shall be: 1) Date and Time stamped by machine when the sample is pulled; 2) Shift noted on the sample; and 3) Press number noted on the sample.

The on-site Government representatives will inspect the Quality Assurance Random Copies indicated above. After inspection, the contractor shall ship these samples (marked "QUALITY SAMPLES") overnight to: U.S. Census Bureau, ATTN: Pamela Hunter (812-218-2214) Bldg. 61D, 1201 E. Tenth St., Jeffersonville, IN 47132.

DISTRIBUTION: Ship f.o.b. destination.

For each Item ship 50 copies and furnished government material to: U.S. Census Bureau, Publications Receiving, Gate 9, FB #4 Warehouse, 4401 Suitland Road, Suitland, MD 20746.

Ship 2,365,450 copies of Item 1; plus 2,358,450 copies of Item 2; plus 7,250 copies of Item 3; plus 1,347,950 copies of Item 4. (Includes 200 Departmental Random Blue Label Copies for each Item. NOTE Blue Label Samples Are Not Part of the Total Quantity.) To: U.S. Census Bureau, NPC Receiving Section, Building 60-F, Current Survey Inventory Control, 1201 East Tenth Street, Jeffersonville, Indiana 47132, ATTN: Leanna Mayo (812) 218-2412.

Deliveries must be made between the hours of 8:30 a.m. and 3:00 p.m. (Local time) Monday through Friday, excluding Government Holidays.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE:

Furnished material will be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, D.C. 20401, on **June 3, 2004**.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than 3 workdays from receipt in the department to when they are made available for pickup at the department.

The contractor must notify the GPO of the date and time the press sheet and construction inspections can be performed. In order for proper arrangements to be made, notification must be given at least 3 workday(s) prior to the inspection. Notify the U.S. Government Printing Office, Contract Management Division, Quality Assurance Section (PPSQ), Washington, DC 20401, or telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Ship complete to arrive at destinations on or before **July 26, 2004**.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, D.C. area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

OFFERS: Offers must include the cost of all materials and operations for each item listed in accordance with these specifications. Award will be based on the lowest total price for the jackets listed. Prices for additional quantities must

be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

Travel expenses and per diem to be incurred by the government for press sheet inspection, bindery inspection and quality control monitoring will be a factor in determining award. This will be based on sending a total of 6 Government Representative(s) and for a total of 8 calendar day(s), as follows: 2 Government Representative(s) from the Washington, DC area for the press sheet inspection and bindery inspection for 2 days plus 4 Government Representative(s) from the Jeffersonville, IN area for the quality control monitoring for 6 days.

SUBMIT BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 45 G Street NW, Room B-104, Washington, D.C. 20404. **FACSIMILE BIDS are permitted. Submit TWO copies of each facsimile bid to FAX No. 202-512-1782, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.

TOLERANCES AND DEFINITIONS

IMAGE SIZE: The printed image on any envelope shall not vary more than 3/32" from the specified dimensions. Nonconformance with this requirement shall be classified as a Critical Defect.

ENVELOPE TOLERANCES:

Envelope Size:	$\pm 1/16''$
Window Size:	$\pm 1/16''$
Window Location:	$\pm 1/16''$
Printed Image Misplacement:	$\pm 3/32''$
Position and Skewness:	± 2 degrees
Filled In Characters:	There shall be no filled in characters.

Nonconformance with these tolerances shall be classified as a Critical defect unless otherwise specified.

All applicable image position tolerance shall meet U.S. Postal Service (USPS) requirements. Item 1 must meet the U.S. Postal Service Qualified Business Reply Mail (QBRM) requirements. Refer to the latest version of the U.S. Postal Service Domestic Mail Manual and the latest version of the U.S. Postal Service Publication 25, Designing Letter and Reply Mail.

Nonconformance with these tolerances shall be classified as a Critical defect unless otherwise specified.

Exhibit 1 – Item 1 ACS-47(2003) (1-2004) FRONT
(Not To Scale)
(For Dimensions Only)

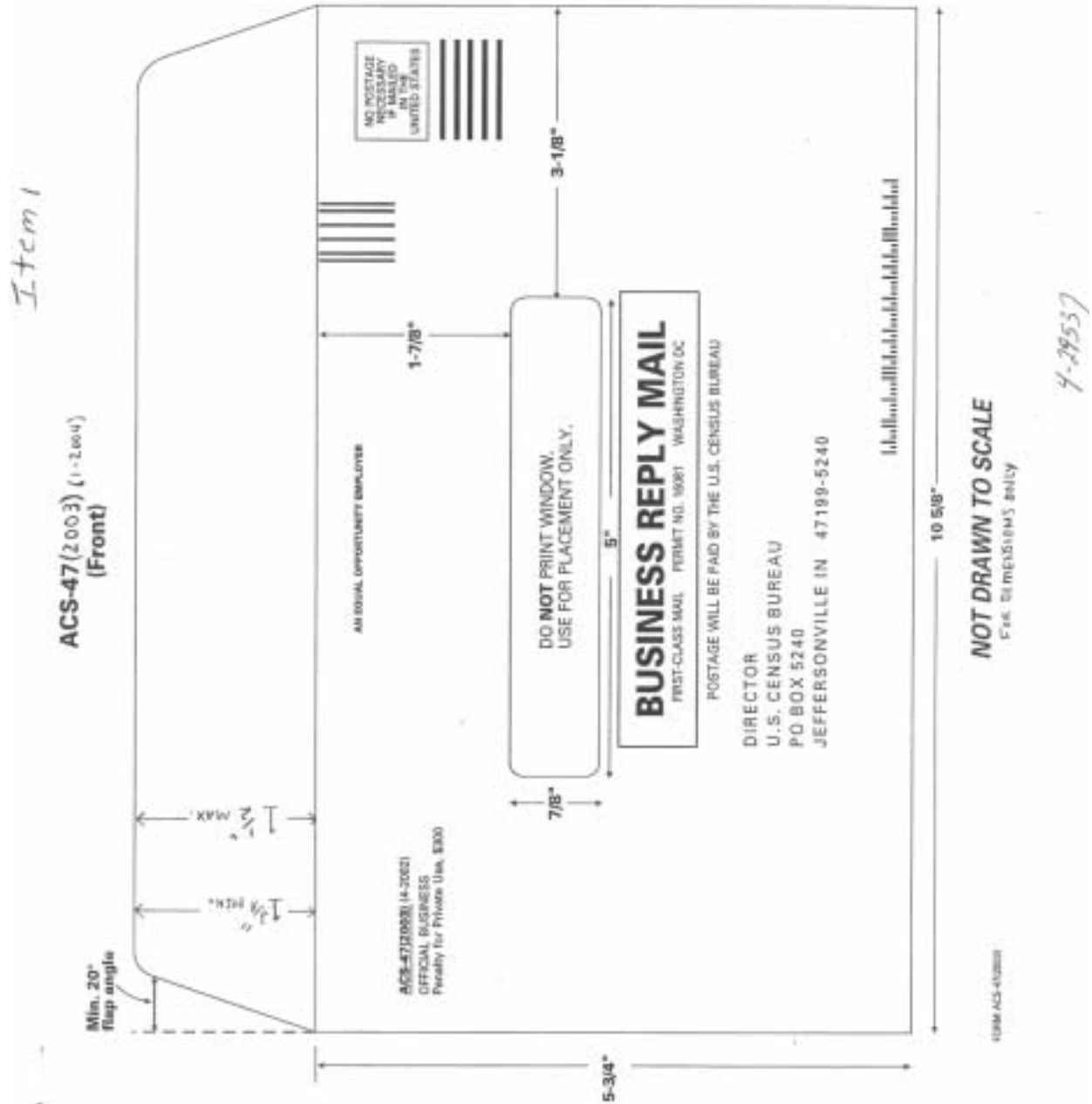


Exhibit 1 –Item 1 ACS-47(2003) (1-2004) BACK
(Not To Scale)
(For Dimensions Only)

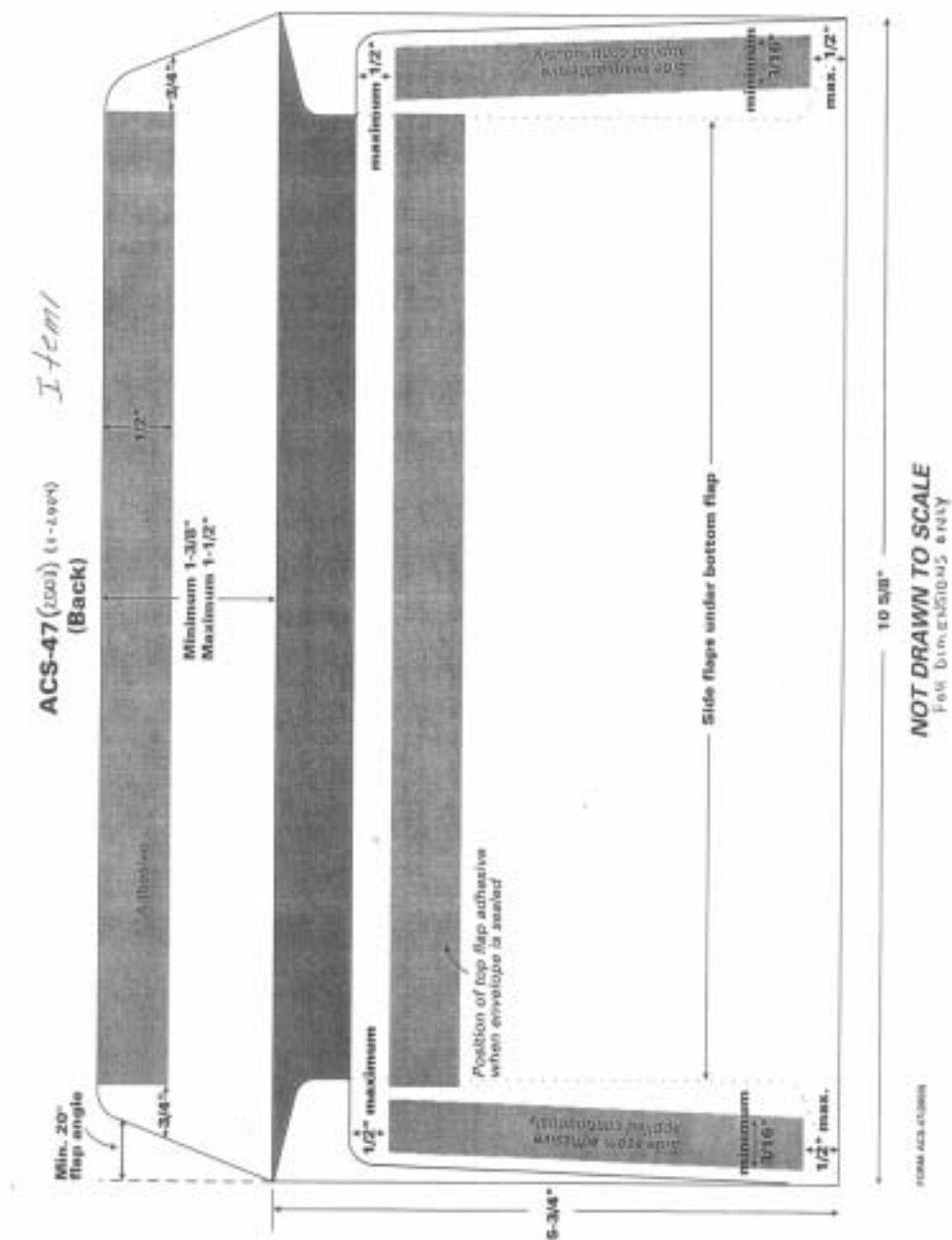


Exhibit 2 – Item 2 ACS-46(2003) (1-2004) FRONT
(Not To Scale)
(For Dimensions Only)

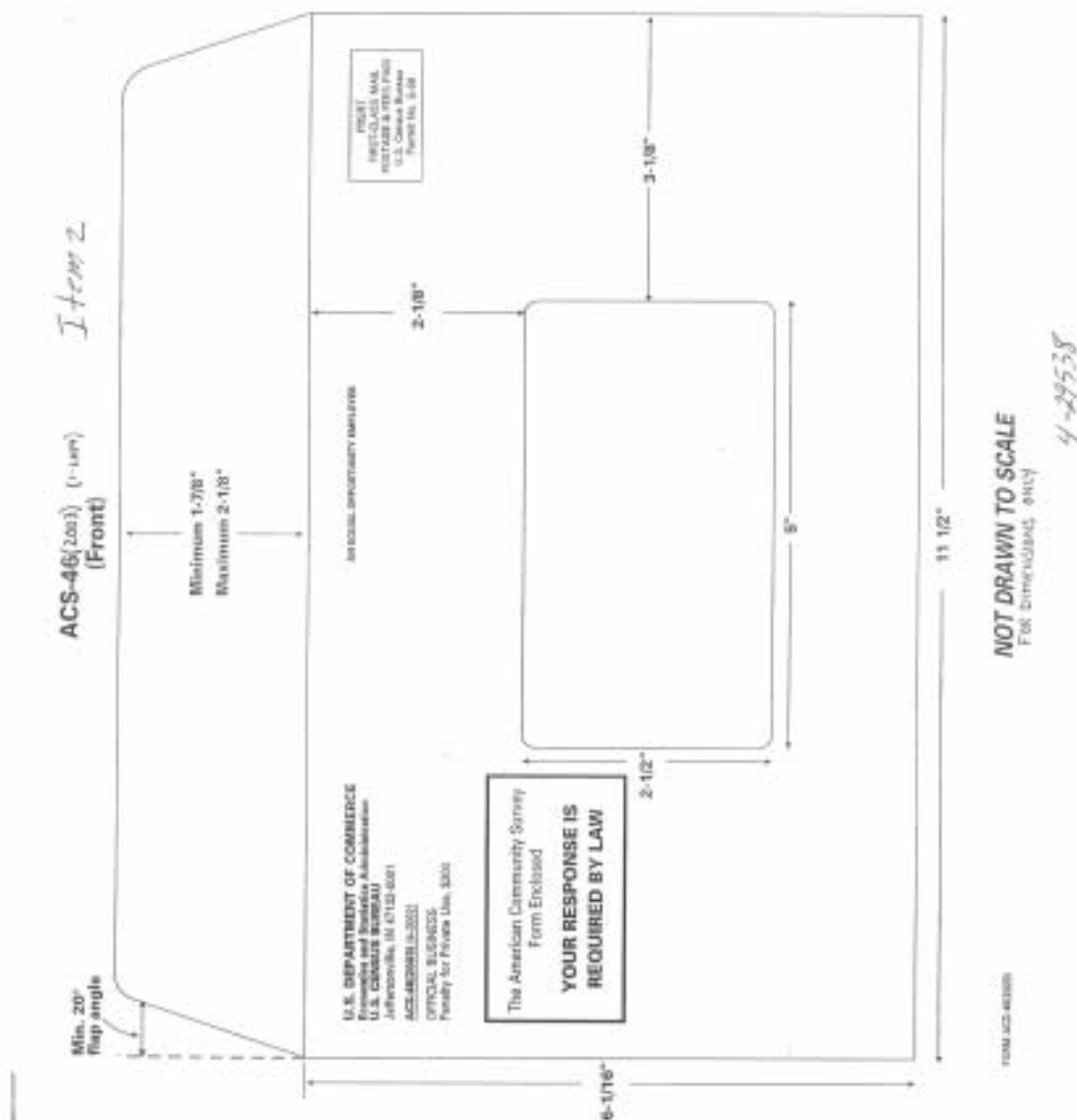


Exhibit 2 – Item 2 ACS-46 (2003) (1-2004) BACK
(Not To Scale)
(For Dimensions Only)

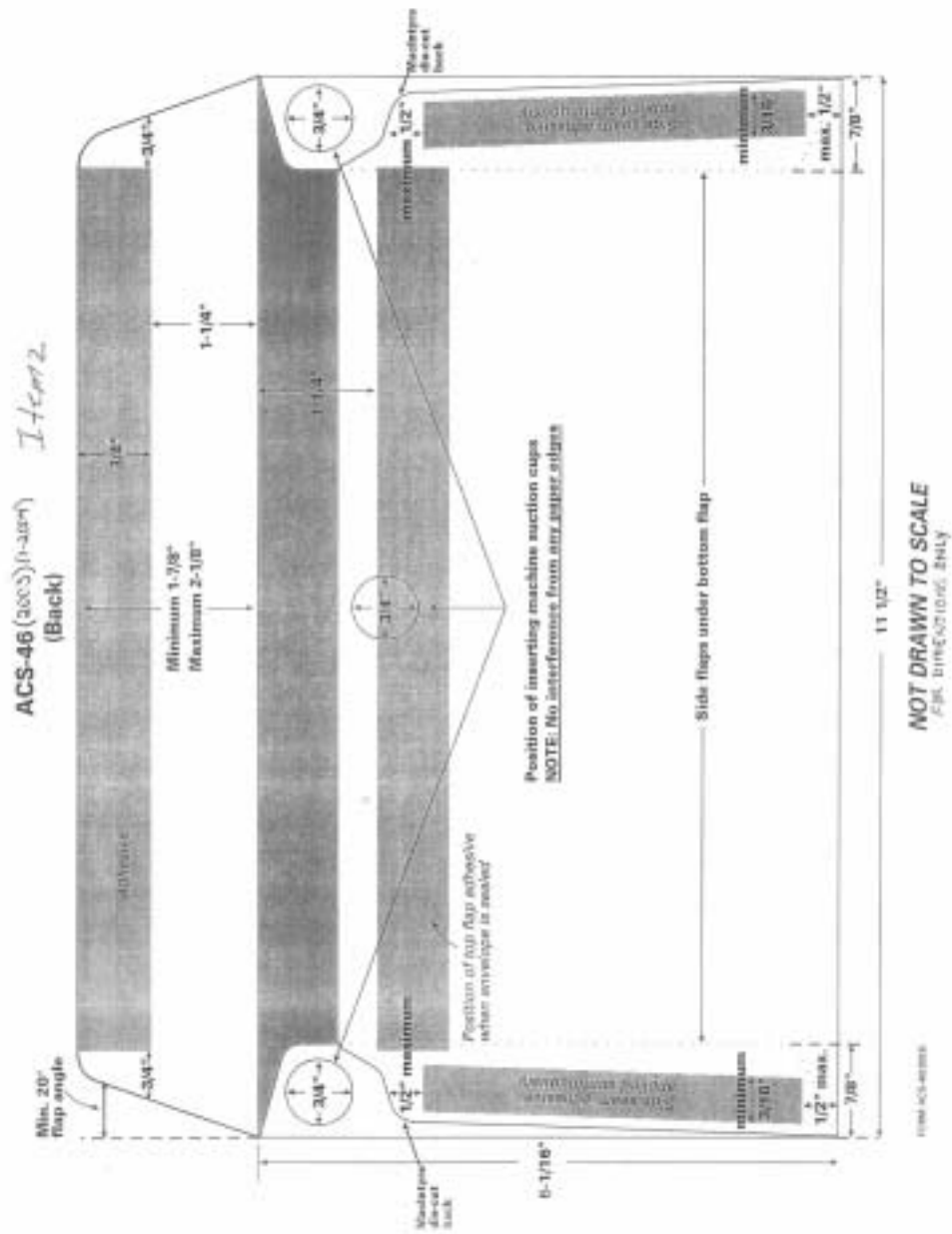


Exhibit 3 – ACS-46(2003)(SP) (12-2003) FRONT
(Not To Scale)
(For Dimensions Only)

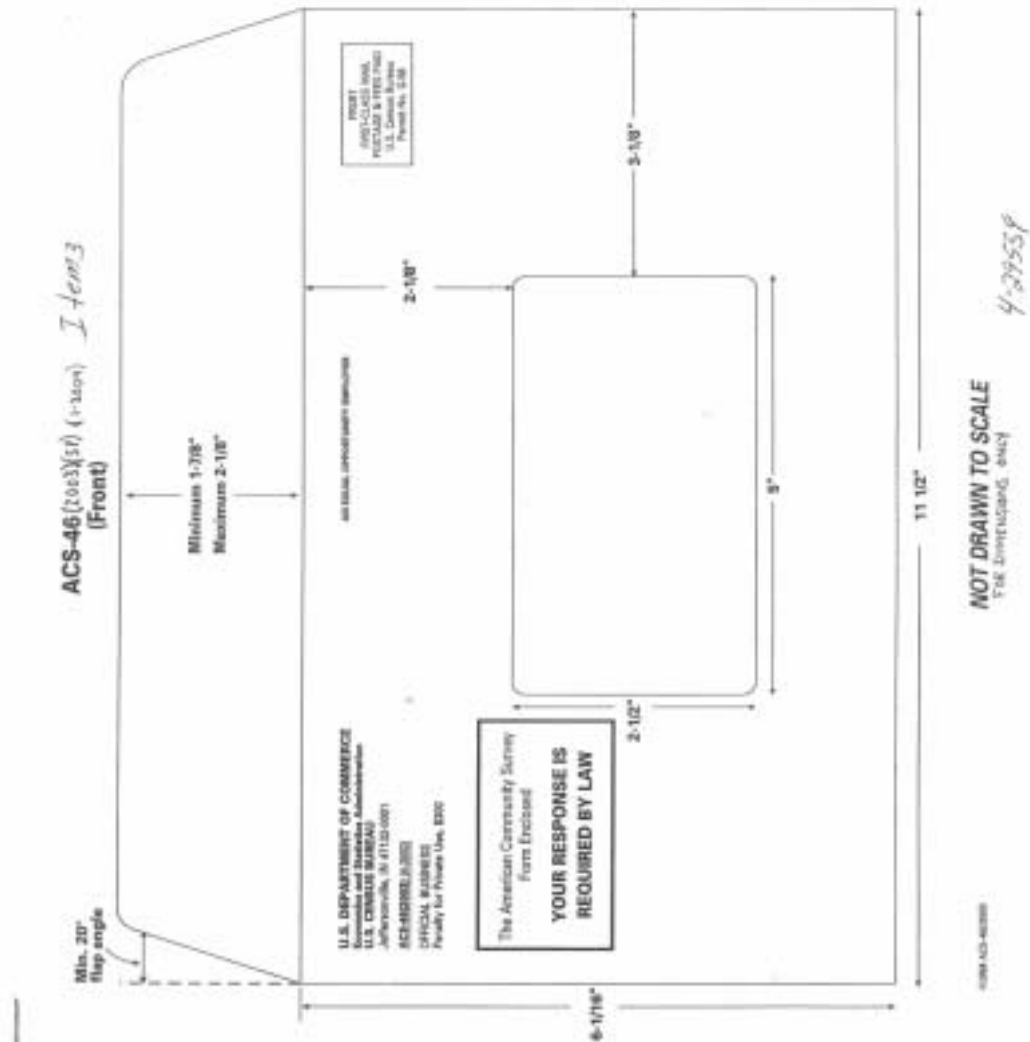


Exhibit 3 – ACS-46(2003)(SP) (12-2003) BACK
(Not To Scale)
(For Dimensions Only)

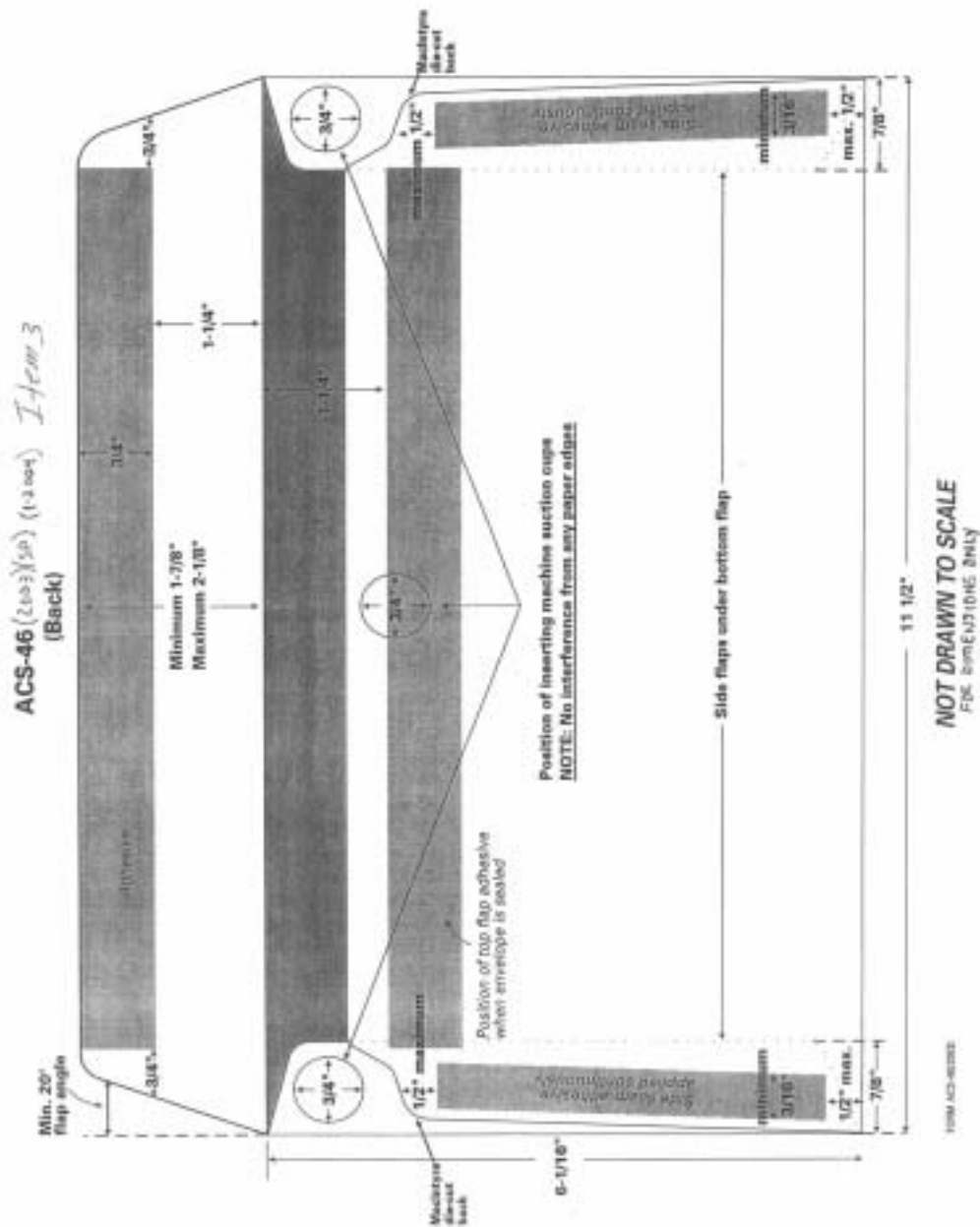
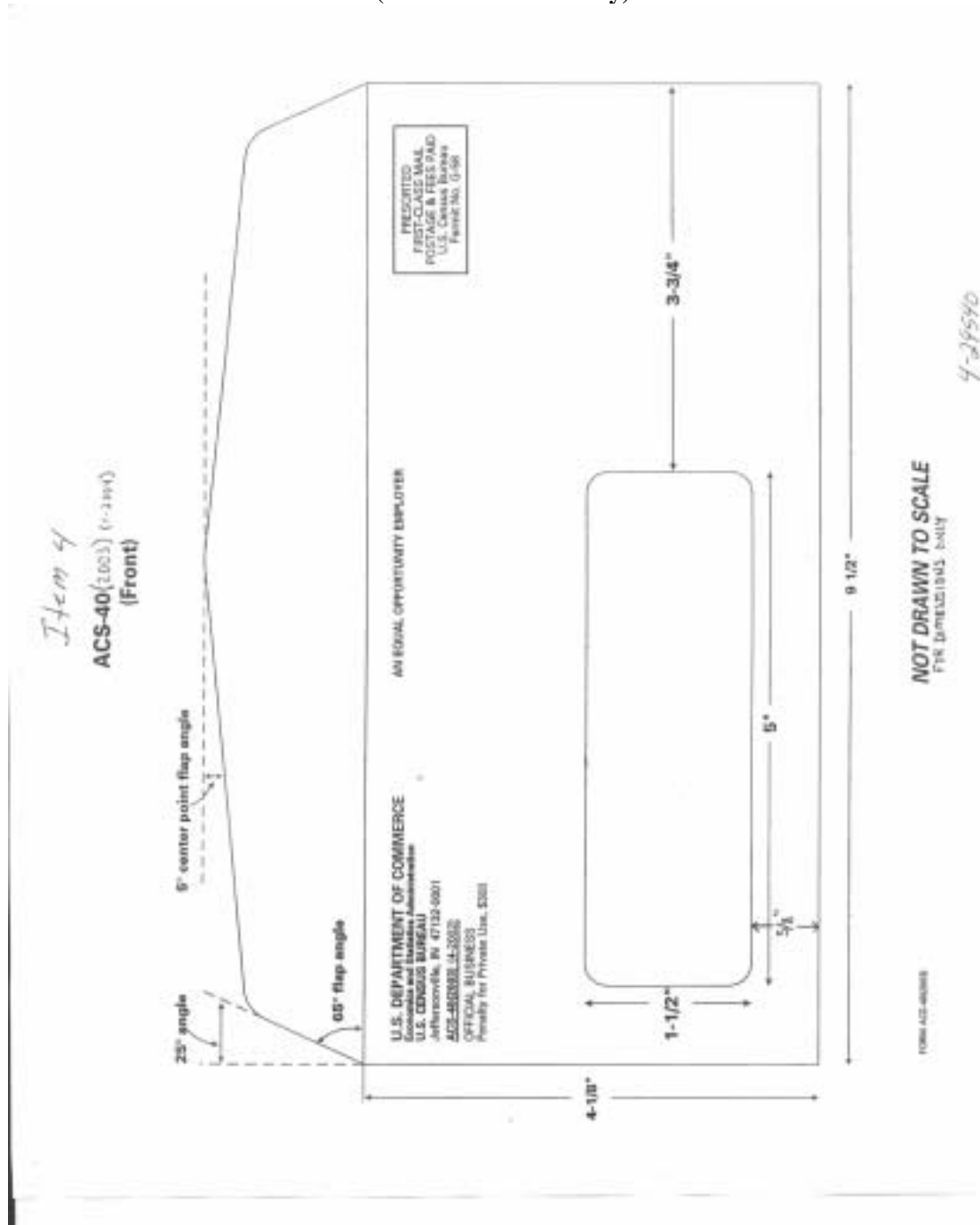


Exhibit 4 – Item 4 ACS-40(2003) (1-2004) FRONT
(Not To Scale)
(For Dimensions Only)



It is not



NOT DRAWN TO SCALE
FOR DIMENSIONS, SEE ONLY